United Nations ST/IC/2007/48

Secretariat

21 November 2007

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of October 2007 reflects a 3.09 per cent movement over the October 2006 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.78 per cent, effective 1 November 2007.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 November 2007, to $2,052 and $1,026 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end-December 2007 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2006/53 dated 4 December 2006, will be in effect until further notice.

07-60998 (E) 281107

Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	65 265	68 030	70 796	73 561	76 326	79 091	81 857	84 622	87 387	90 152	92 917*
	(Gross pension)	63 339	65 914	68 492	71 069	73 645	76 223	78 800	81 378	83 955	86 531	89 109*
	(Total net)	50 033	51 941	53 849	55 757	57 665	59 573	61 481	63 389	65 297	67 205	69 113*
	(Net pension)	50 033	51 941	53 849	55 757	57 665	59 573	61 481	63 389	65 297	67 205	69 113*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	58 507	60 894	63 390	65 886	68 381	70 877	73 372	75 868	78 364	80 859	83 355*
	(Gross pension)	57 183	59 418	61 654	63 911	66 236	68 562	70 888	73 215	75 541	77 867	80 193*
	(Total net)	45 295	47 017	48 739	50 461	52 183	53 905	55 627	57 349	59 071	60 793	62 515*
	(Net pension)	45 295	47 017	48 739	50 461	52 183	53 905	55 627	57 349	59 071	60 793	62 515*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	52 681	54 785	56 889	58 993	61 177	63 433	65 690	67 946	70 203	72 459	74 716*
	(Gross pension)	51 577	53 599	55 622	57 644	59 668	61 691	63 727	65 832	67 937	70 042	72 146*
	(Total net)	40 984	42 541	44 098	45 655	47 212	48 769	50 326	51 883	53 440	54 997	56 554*
	(Net pension)	40 984	42 541	44 098	45 655	47 212	48 769	50 326	51 883	53 440	54 997	56 554*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	47 434	49 338	51 242	53 146	55 050	56 954	58 858	60 817	62 859	64 901	66 943*
	(Gross pension)	46 532	48 364	50 195	52 025	53 855	55 686	57 516	59 347	61 178	63 009	64 899*
	(Total net)	37 101	38 510	39 919	41 328	42 737	44 146	45 555	46 964	48 373	49 782	51 191*
	(Net pension)	37 101	38 510	39 919	41 328	42 737	44 146	45 555	46 964	48 373	49 782	51 191*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	42 641	44 369	46 097	47 826	49 554	51 282	53 011	54 739	56 468	58 196	59 924*
	(Gross pension)	41 934	43 594	45 254	46 915	48 575	50 235	51 895	53 555	55 216	56 876	58 536*
	(Total net)	33 554	34 833	36 112	37 391	38 670	39 949	41 228	42 507	43 786	45 065	46 344*
	(Net pension)	33 554	34 833	36 112	37 391	38 670	39 949	41 228	42 507	43 786	45 065	46 344*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	38 413	39 916	41 476	43 039	44 603	46 166	47 730	49 293	50 857	52 420*	
	(Gross pension)	37 802	39 306	40 809	42 313	43 816	45 320	46 823	48 326	49 830	51 333*	
	(Total net)	30 378	31 535	32 692	33 849	35 006	36 163	37 320	38 477	39 634	40 791*	
	(Net pension)	30 378	31 535	32 692	33 849	35 006	36 163	37 320	38 477	39 634	40 791*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	34 669	36 027	37 386	38 744	40 107	41 520	42 934	44 347	45 761*		
	(Gross pension)	34 059	35 418	36 778	38 136	39 495	40 854	42 213	43 573	44 931*		
	(Total net)	27 495	28 541	29 587	30 633	31 679	32 725	33 771	34 817	35 863*		
	(Net pension)	27 495	28 541	29 587	30 633	31 679	32 725	33 771	34 817	35 863*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[c]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	70 986	73 519	76 052	78 586	81 119	83 652	86 186	88 719	91 252	93 786	96 319	98 852
	(Gross pension)	68 659	71 022	73 385	75 748	78 110	80 474	82 837	85 200	87 563	89 926	92 289	94 652
	(Total net)	53 980	55 728	57 476	59 224	60 972	62 720	64 468	66 216	67 964	69 712	71 460	73 208
	(Net pension)	53 980	55 728	57 476	59 224	60 972	62 720	64 468	66 216	67 964	69 712	71 460	73 208
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	57 262	60 097	63 130	66 164	69 197
	(Gross pension)	55 983	58 701	61 419	64 169	66 996
	(Total net)	44 374	46 467	48 560	50 653	52 746
	(Net pension)	44 374	46 467	48 560	50 653	52 746
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	50 423	52 605	54 788	56 970	59 153
	(Gross pension)	49 412	51 509	53 605	55 701	57 798
	(Total net)	39 313	40 928	42 543	44 158	45 773
	(Net pension)	39 313	40 928	42 543	44 158	45 773
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	46 261	48 253			
	(Gross pension)	45 408	47 324			
	(Total net)	36 233	37 707			
	(Net pension)	36 233	37 707			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2007

		STEPS											
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	86 771	90 157	93 542	96 928	100 313	103 699	107 084	110 470	113 855*				
	(Gross pension)	83 380	86 538	89 695	92 852	96 078	99 464	102 850	106 236	109 622*				
	(Total net)	64 872	67 208	69 544	71 880	74 216	76 552	78 888	81 224	83 560*				
	(Net pension)	64 872	67 208	69 544	71 880	74 216	76 552	78 888	81 224	83 560*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	80 352	83 504	86 657	89 809	92 961	96 113	99 265	102 417	105 570*				
	(Gross pension)	77 400	80 339	83 278	86 216	89 155	92 094	95 033	98 184	101 336*				
	(Total net)	60 443	62 618	64 793	66 968	69 143	71 318	73 493	75 668	77 843*				
	(Net pension)	60 443	62 618	64 793	66 968	69 143	71 318	73 493	75 668	77 843*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	73 887	76 817	79 748	82 678	85 609	88 539	91 470	94 400	97 330*				
	(Gross pension)	71 374	74 105	76 837	79 569	82 300	85 032	87 765	90 496	93 228*				
	(Total net)	55 982	58 004	60 026	62 048	64 070	66 092	68 114	70 136	72 158*				
	(Net pension)	55 982	58 004	60 026	62 048	64 070	66 092	68 114	70 136	72 158*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	67 341	70 026	72 712	75 397	78 083	80 768	83 454	86 139	88 825*				
	(Gross pension)	65 260	67 766	70 270	72 775	75 280	77 785	80 289	82 795	85 299*				
	(Total net)	51 465	53 318	55 171	57 024	58 877	60 730	62 583	64 436	66 289*				
	(Net pension)	51 465	53 318	55 171	57 024	58 877	60 730	62 583	64 436	66 289*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	62 800	64 907	67 014	69 122	71 229	73 336	75 443	77 551	79 658	81 765	83 872*		
	(Gross pension)	61 118	63 007	64 958	66 924	68 890	70 856	72 822	74 787	76 753	78 719	80 685*		
	(Total net)	48 332	49 786	51 240	52 694	54 148	55 602	57 056	58 510	59 964	61 418	62 872*		
	(Net pension)	48 332	49 786	51 240	52 694	54 148	55 602	57 056	58 510	59 964	61 418	62 872*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	56 472	58 249	60 028	61 933	63 839	65 745	67 651	69 557	71 462	73 368	75 274	77 180	79 086*
	(Gross pension)	55 229	56 936	58 643	60 349	62 056	63 778	65 554	67 330	69 106	70 882	72 658	74 433	76 208*
	(Total net)	43 789	45 104	46 419	47 734	49 049	50 364	51 679	52 994	54 309	55 624	56 939	58 254	59 569*
	(Net pension)	43 789	45 104	46 419	47 734	49 049	50 364	51 679	52 994	54 309	55 624	56 939	58 254	59 569*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	50 338	51 931											
	(Gross pension)	49 329	50 861											
	(Total net)	39 250	40 429											
	(Net pension)	39 250	40 429											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2007

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	80 139	82 935	85 730	88 526	91 322	94 117	96 913
	(Gross pension)	77 199	79 806	82 413	85 020	87 627	90 233	92 840
	(Total net)	60 296	62 225	64 154	66 083	68 012	69 941	71 870
	(Net pension)	60 296	62 225	64 154	66 083	68 012	69 941	71 870
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	75 094	77 730	80 367	83 003	85 639	88 275	90 912
	(Gross pension)	72 495	74 953	77 411	79 870	82 328	84 786	87 244
	(Total net)	56 815	58 634	60 453	62 272	64 091	65 910	67 729
	(Net pension)	56 815	58 634	60 453	62 272	64 091	65 910	67 729
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	70 055	72 529	75 003	77 477	79 951	82 425	84 899
	(Gross pension)	67 794	70 101	72 409	74 717	77 024	79 332	81 640
	(Total net)	53 338	55 045	56 752	58 459	60 166	61 873	63 580
	(Net pension)	53 338	55 045	56 752	58 459	60 166	61 873	63 580
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	65 028	67 339	69 651	71 962	74 274	76 586	78 897
	(Gross pension)	63 118	65 263	67 419	69 575	71 731	73 887	76 043
	(Total net)	49 869	51 464	53 059	54 654	56 249	57 844	59 439
	(Net pension)	49 869	51 464	53 059	54 654	56 249	57 844	59 439
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	60 000	62 151	64 301	66 452	68 603	70 754	72 904
	(Gross pension)	58 614	60 541	62 468	64 437	66 443	68 449	70 455
	(Total net)	46 400	47 884	49 368	50 852	52 336	53 820	55 304
	(Net pension)	46 400	47 884	49 368	50 852	52 336	53 820	55 304
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	55 300	57 161	59 022	60 946	62 942	64 938	66 933
	(Gross pension)	54 097	55 885	57 674	59 462	61 250	63 038	64 886
	(Total net)	42 922	44 299	45 676	47 053	48 430	49 807	51 184
	(Net pension)	42 922	44 299	45 676	47 053	48 430	49 807	51 184
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	50 630	52 334	54 038	55 742	57 446	59 150	60 916
	(Gross pension)	49 606	51 244	52 883	54 521	56 159	57 798	59 436
	(Total net)	39 466	40 727	41 988	43 249	44 510	45 771	47 032
	(Net pension)	39 466	40 727	41 988	43 249	44 510	45 771	47 032
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	45 908	47 464	49 019	50 574	52 130	53 685	55 241
	(Gross pension)	45 070	46 566	48 061	49 556	51 052	52 547	54 042
	(Total net)	35 972	37 123	38 274	39 425	40 576	41 727	42 878
	(Net pension)	35 972	37 123	38 274	39 425	40 576	41 727	42 878
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 052
Second language	1 026

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.